



**CERTIFICATION OF THE USE OF TITLE IV FUNDS & CREDIT BALANCES  
DURING THE PERIOD OF ENROLLMENT**

I. In accordance with Federal Regulation, I request that the institution retain my federal (Title IV) and state funds awarded and received over and above the amount currently due, in order to assist me in budgeting my funds and to assure that I have reserved sufficient funds for my educational expense. I also authorize the use of these federal and state funds to cover other charges such as books and supplies and/or to pay minor prior-year institutional charges.

II. In addition, if I have non-institutional housing expenses for which I am independently responsible and for which I want my federal (Title IV) and state funds received over and above the amount currently due and expected to be due the institution to be available, I authorize and request that the institution retain these funds and assist me in this budgeting.

III. I understand that I may reverse this decision at any time thereby taking full responsibility for payment of all fees and expenses when due. To cancel or modify this authorization, I must contact my Financial Aid Administrator. I also understand that changes to this authorization cannot be made retroactive, but will commence upon the date of my notification to the school.

IV. Furthermore, if there are substantial excess funds on my account during school or upon leaving school, unless I notify the school otherwise, I authorize that these funds be refunded against my student loans to reduce my student loan debt.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

(print) Student Name \_\_\_\_\_

(Revised 09/09/16)